

**Government of the District of Columbia  
Department of the Environment**

**Office of Policy and Sustainability**

**COMPETITIVE GRANT PROGRAM GUIDANCE**

**March 2010**

**Request for Applications posted on March 2, 2010  
Proposals due by 5:00 pm April 9, 2010**

**Government of the District of Columbia  
Department of the Environment  
1200 1<sup>st</sup> Street, NE, 7<sup>th</sup> Floor  
Washington, DC 20002-3347  
(202) 535-2600**

## Purpose of this Guidance

The District Department of Environment (DDOE) Office of Policy and Sustainability has available District of Columbia (District) funds (*pending availability*) to partner with District non-profits and faith-based organizations to carry out the Mayor's Conservation Corps (MCC) 2010 summer program. This guidance explains how to apply for these funds and supplements the attached *Request for Applications* (RFA).

## Minimum Requirements

The following are the minimum requirements for proposals:

- Sites must be located within District.
- Sites must comply with the following site requirements: Daily entry into the facility for staff check-in & check-out. (8:30am – 5pm – Monday – Friday exempt holidays); 2) A safe and welcoming environment for MCC staff and youth workers (Approximately: 10 staff persons and 80 youth workers per site; 3) Daily rest room accommodations for staff and youth workers; 4) Entry into the facility in the event of inclement weather; 5) Provide adequate space to conduct training for staff and youth workers once every other week (four times during the nine week program); 6) Adequate storage space for materials and equipment, such as lawn mowers, trash bags, edge cutters, rakes, etc.
- Applications must follow this guidance.

## Application Guidelines

- Applicants may submit more than one proposal if they possess multiple sites

## Notes

- Grantees will not be considered employees of the District.

## Eligibility

Nonprofit organizations (as defined by Internal Revenue Code § 501(c)(3)), educational institutions and other District government agencies are eligible to apply.

## Grant Period

Grants will cover a three month period beginning June 1, 2010 through August 30, 2010.

## Funded Projects

- All funded projects will require submitting mid-term status reports (due July 2010) and a final report (due September 2010) summarizing the outcomes of the space being used.
- **Grantees will not be reimbursed for any work that is undertaken before a grant agreement is signed by both parties.**

## **Indemnification**

The grantee expressly agrees to indemnify and hold harmless the District and its related parties, including but not limited to its officers, agents and servants from and against any and all claims of liability, lawsuits, losses, claims, expenses, demands, or causes of action of any kind or character arising from or based on, or as a consequence of or result of, any act, omission or default of the grantee, its employees, its agents or its subcontractors, in the performance of the grant and incurred directly or indirectly on behalf of grantee or for any other property damage claims asserted for recovery of damage allegedly suffered.

## **Insurance**

- A. The grantee, at its expense, shall obtain the minimum insurance coverage set forth below prior to award of the grant and keep such insurance in force throughout the grant period.
- B. The grantee shall carry employer's liability coverage of at least one hundred thousand dollars (\$150,000).
- C. The grantee shall carry bodily injury liability insurance coverage written on the comprehensive form of policy of at least five hundred thousand dollars (\$500,000) per occurrence.
- D. The grantee shall carry automobile liability insurance written on the comprehensive form of policy. The policy shall provide for bodily injury and property damage liability covering the operation of all automobiles used in connection with performing the grant. Policies covering automobiles shall provide coverage of at least two hundred thousand dollars (\$200,000) per person and five hundred thousand dollars (\$500,000) per occurrence for bodily injury and twenty thousand dollars (\$20,000) per occurrence for property damage.
- E. The grantee shall carry worker's compensation insurance covering all of its employees upon the premises and in connection with its other operations pertaining to this grant. The grantee shall comply at all times with the provisions of the worker's compensation laws of the District or another state if the grant work is performed outside the District.
- F. All insurance provided by the grantee as required by this section, except comprehensive automobile liability and worker's compensation insurance, shall set forth the District as an additional insured. The grantee should also consider carrying a commercial general liability insurance policy. All insurance shall be written with responsible companies licensed by the District. The policies of insurance shall provide for at least thirty days written notice to DDOE prior to termination or material alteration of any and all insurance policies.
- G. At its option, the grantee may maintain the above stated minimum levels of insurance through a self-insured retention plan. Should this option be exercised, the grantee is

relieved of responsibility to comply with the preceding paragraph F. However, the grantee shall certify in writing to the DDOE that coverage is maintained through a self-insured retention plan.

### **Project Outputs and Deliverables**

1. Successful completion of hosting MCC youth and staff for duration of program, beginning June 1, 2010 through August 30, 2010.
2. Mid-summer status report and final report.

### **Criteria for Evaluating Proposals**

Preference will be given to applications that:

1. Proposals are concise and clearly written. (15 points)
2. Present a concise, detailed and feasible plan for accommodating the staffing requirements. (20 points)
3. Present plan for facility entry and exit for staff during the programs hours of operation. (20 points)
4. Provide adequate space to conduct training for staff and youth workers once a week. (15 points)
5. Present a concise and detailed plan to ensure entry into the facility in the event of inclement weather. (5 points)
6. Provide a clear plan of action to secure materials and equipment, such as lawn mowers, trash bags, edge cutters, rakes, etc. (15 points)
7. Provide daily rest room accommodations for staff and youth workers (10 points)

### **Proposal Formatting and Submission**

1. Use plain white 8 ½" x 11" recycled paper with a one-inch margin on all sides. Paper should be printed on both sides.
2. Staple the application in the top left-hand corner. No plastic covers or other forms of binding are allowed.
3. Submit **five** paper copies **and** one electronic copy (via e-mail) of the proposal.
4. Do not submit proposals via facsimile.
5. **All proposals must arrive by 5:00 on the due date, March 19, 2010, to:**  
 Johnnie Philson  
 Mayor's Conservation Corps  
 District Department of the Environment  
 1200 1<sup>st</sup> Street, NE, 7<sup>th</sup> floor  
 Washington, DC 20002-3347

### **Required Application Content**

#### **A. Cover Sheet**

Provide a one-page cover sheet that lists:

- Organization submitting proposal
- Organization address
- Wards of the District that will benefit from project
- One paragraph project summary
- Funding amount requested
- Matching/in-kind amounts provided
- Whether funds for this project have been requested from any other source, and if so, how much and from what source
- Federal tax identification number
- Contact person for project and contact's telephone, facsimile, and e-mail
- Signature of authorized representative and date of signature.

B. Summary of Project

Provide a brief summary of the site space being offered.

C. Narrative

1. Organization Background

Briefly describe the organization's history, mission, and current projects.

2. Need

What is the availability of space for the MCC program? Explain how specifically this project will help the MCC achieve its mission.

3. Site Plan

How will the availability of the space be accomplished? Be specific as to how your organization will meet the needs of the MCC program.

4. Key Personnel

Provide contact information of key staff essential to the success of this project.

D. Performance on Previous DDOE Grants

Provide a summary of performance on current or past grants awarded to you from DDOE, if any. List the grant title, amount awarded, and what was accomplished as a result of this grant funding.

E. Budget

Provide both a budget narrative and budget table. A sample budget table with sample budget categories is shown in Figure 1 below. Please use the described format. The budget should include any cash costs expected so that the total cost of the project is reflected. Verify that all costs in the budget are allowable (see Allowable vs. Non-Allowable Costs listed below). Documentation must be made available for all expenditures.

Allowable Costs include:

- Administrative costs - accounting, bookkeeping, printing, reproduction, postage, shipping, rental of office space, insurance and telephone costs.
- Personnel costs - salaries and wages, employee benefits, and professional services.
- Materials and supplies - office supplies, small tools, plants, trees, field equipment,

educational materials, simple monitoring equipment, and signs.

- Travel and lodging if directly associated with the implementation of the project.

Non-Allowable Costs include:

- Major equipment purchases such as vehicles.
- Costs associated with lobbying.
- Entertainment.
- Interest payments.
- Food (except that associated with approved travel).
- Land purchases.

#### F. Appendices

Place any supporting documentation to your proposal here, *e.g.*, letters in support of the application.

1. Internal Revenue Service determination letter of non-profit status

### **Application Evaluation**

The technical staff from within and outside of DDOE will evaluate and rate applications using the criteria listed with each project description. Using the ratings, the top projects will be selected for funding based on how much grant funding is available. In addition, your organization's past performance on previous DDOE grants will be taken into consideration when choosing proposals for funding. Any proposal that does not meet the minimum requirements or contain the required documentation as stated in this guidance may be removed from consideration.

### **Further Information**

Should you have questions concerning the preparation of your application, contact:

Johnnie Philson  
 District Department of the Environment  
 Mayor's Conservation Corps  
 1200 1<sup>st</sup> Street, NE, 7<sup>th</sup> Floor  
 Washington, DC 20002-2247  
 Phone: (202) 870-6003  
 Fax: (202) 535-1364  
 Email: [johnnie.philson@dc.gov](mailto:johnnie.philson@dc.gov)

**Figure 1: Sample Budget Sheet**

	Column 1	Column 2
	<b>APPLICATION REQUEST</b>	<b>PROJECT TOTAL</b>
<b>PERSONNEL</b>		
Volunteer Participation		
Organization Employees		
Employee Benefits		
Contract Project Staff		
<b>Total Personnel Costs</b>		
<b>OPERATING</b>		
Postage		
Copy/Printing		
Materials/Supplies		
Rental		
Evaluation		
<b>Total Operating Costs</b>		
<b>TRAVEL</b>		
Mileage (Rate @ ¢ 44.5/mile)		
Fares		
Lodging/meals		
<b>Total Travel Costs</b>		
<b>TOTAL OF ALL CATEGORIES</b>		
Budget Notes:		

**Note:** Not all projects will have costs in all categories, and some projects may have additional categories. The participation of volunteers should be counted and shown as anticipated number of hours donation.

